FY2026-27 Resource Allocation Nuventive Training

DECEMBER 5, 2025

Agenda

- Guidance on **identifying funding requests** for your department/unit
- Share **key dates** for the 2026-27 Resource Allocation process
- Overview of the **Nuventive** Annual Planning Funding Request module

Steps to Identifying Funding Requests for Your Department

Step 1

Review goals in program review

Step 2

Determine specific department-level initiatives or efforts that can help make progress towards meeting unit/department goals

Step 3

Determine/select resources needed to implement those department-level initiatives or efforts?

Academic Program Review

Program Resources

In the following areas, what are the resources needed by the program to meet the goals for the next four years?

List resources in order of priority. Prioritize them within each category and/or develop an overall prioritized list of resources.

1. **Recommendation: Program Growth Self-Study [The Faculty will engage in an informed and meaningful (taking this Program Review into account) discussion of how to secure program growth. This is critical and should be central to all programmatic planning in the next five years.]**
   Notes/Comments: Program growth requires continuous discussions and analyses: they are central to all critical elements of growth mentioned hereafter. We wish to focus on increasing student success and retention in our classes but in turn this means the college has to improve its methods of drawing students into our programs (see second recommendation below).

2. **Recommendation: Marketing Efforts [We need to have an overt marketing campaign to secure program growth. This is critical and should be central to all programmatic planning in the next five years. Community outreach needs to include advertisement materials, an online and social media presence, etc.] --> $10,000/year**

Administrative Program Review

Planning of Resources

July 2021 - June 2025

Facilities & Equipment Assessment

What resources does the office/program currently have? Attach any documents in the next field.

Director office

Project specialist desk (Vacant)

Use of 1 cubical (currently being used by Grants SSP)

What resources does the office/program need to better support the goals and outcomes? How will it help achieve office/program goals and outcomes? Attach any documents in the next field.

N/A for the moment.

Technology & Software Assessment

What resources does the office/program currently have? Attach any documents in the next field.

Grants Navigator System

Grants Website

Teams Site for project teams and cohort/COP pilot

What resources does the office/program need to better support the goals and outcomes? How will it help achieve office/program goals and outcomes? Attach any documents in the next field.

N/A-just need more time to customize grants navigator, website, and upload resources to Professional Development cohorts.

Staffing Assessment

What resources does the office/program currently have? Attach any documents in the next field.

Director of Grants

Grants Student Services Professional

What resources does the office/program need to better support the goals and outcomes? How will it help achieve office/program goals and outcomes? Attach any documents in the next field.

A fund 11 Grants supervisor to lead proposal development teams, while I create professional development curriculum that includes compliance training, complete internals controls manual (& keep current with OMB sending out its new updatse that are yet to be solidified for 2024), grants handbooks, and have support with editing/giving feedback to project teams on their proposals.

A 50% administrative assistant that would allow me to focus more on the professional development activities, attending meetings with current and potential grant partners, and ensuring compliance with federal grants. Each time I have a requisition to input, or travel to arrange (with all the changes, and being guided through various different processes), it takes about an 8-hour day. I could focus my time on the professional development curriculum, and increasing the number of grants ECCCD pursues.

Student Services Program Review

Program Vision and Future Planning

1. **Program Vision**

2. **Future Planning**

3. **Program Resources**

In the following areas, what are the resources needed by the program to meet the goals and SAOs for the next four years?

- List resources in order of priority. You might want to prioritize them within each category and/or develop an overall prioritized list of resources.
- Explain how these resources contribute to achieving the program's goals and SAOs.
- Explain how these resources contribute to the ECC Institutional Goals.

a) Staffing

b) Facilities and Equipment

c) Technology/Software

d) Contracts/Services

Step 4

Check alignment of unit/department goals with institutional priorities to ask for resources that will have the greatest impact

Comprehensive Integrated Plan (CIP) Goals

Student-Centered Learning & Experience	Multiple Pathways to Success	Innovative Community Partnerships	Culture of Inclusion	Environment for Transformation
G1 Ensure **equitable access** to a holistic range of **learning & support services**	**G3** Develop innovative pathways to **recruitment, registration & cost reduction**	**G5** Provide high-quality **lifelong learning opportunities** for all community members	**G7** Provide opportunities to foster **community & sense of belonging**	**G9** Prioritize **employee well-being & professional development**
G2 Provide an **lucational experience** at advances students' academic & lifelong arning goals & meets workforce needs	**G4** Create flexible & high-value **educational-to-employment experiences**	**G6** Strengthen partnerships between the **classroom, workplace, and the community**	**G8** Cultivate a culture of **safety & campus security**	**G10** Cultivate a campus culture that embraces **innovation and excellence**
				G11 Strengthen **institutional effectiveness through continuous improvement**

Prioritize Funding Requests for Urgent Issues:

Step 5

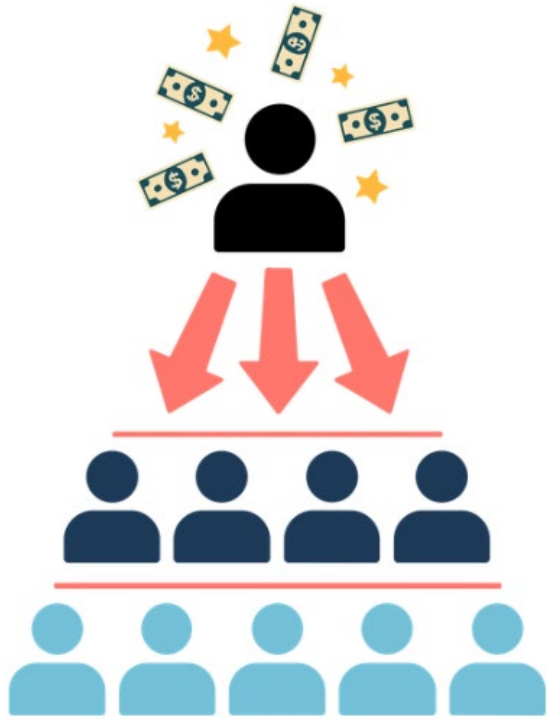
- *Related to safety, security, or liability risk*

- *Operational needs that could directly impact student learning and success*

Step 6

Work Collaboratively

- *Check if the funding requests of your department may benefits other departments/units*
- *Identify opportunities where a funding request could benefit multiple departments/programs*



Step 6

Write your funding request:

- ***Mention the program review goals and initiatives*** *that this funding request will support.*
- ***Use data*** *to demonstrate the specific need this funding request will address.*
- ***Mention the key CIP goal (or core operational need)*** *that aligns with this request to show how the funding will support progress on that goal.*

An Example of Step 6

Academic Budget Request

Funding Request Write-Up

- **$12,000 for supplemental instruction tutors**
  For gateway Math courses with equity gaps, funds will provide for:
  - 4 student tutors
  - 10 hours/week (32 weeks)
  - Serving 1280 students approx.

- **Aligns with Math Department Program Review goal #1**
  Reduce equity gaps in course success rate of math courses

- **Aligns with Math Department initiative that supports goal #1**
  Place supplemental instruction tutors directly into math courses with the largest equity gaps

- **Data to demonstrate the need the funding request will address**
  Course success rate of Black/African American and LatinX students in gateway Math courses are 19 and 4 percentage points below ECC's course success rate average

- **Aligns with CIP Goal #2**
  Provide an educational experience that advances students' academic and lifelong learning goals and meets workforce needs

An Example of Step 6

Facilities Budget Request

Funding Request Write-Up

- **$8,500 to replace outdated lighting fixtures in Industry & Technology building**
  - Purchase and installation of LED fixtures in priority classrooms, labs, and corridors within the I&T building.

- **Aligns with Facilities Program Review goal #1**
  Improve energy efficiency and reduce utility costs in instructional facilities

- **Aligns with Facilities initiative that supports goal #1**
  Replace outdated fluorescent and failing lighting fixtures in instructional facilities with energy-efficient LED fixtures that meet current standards

- **Energy consumption data to demonstrate the need the funding request will address**
  I&T building uses 22% more electricity than comparable campus facilities

- **Aligns with operational need that directly impacts student learning and success**
  - Reduces annual maintenance cost by $1,200 approx.
  - Supports essential college operations

Additional Resources

https://www.elcamino.edu/about/institutional-research

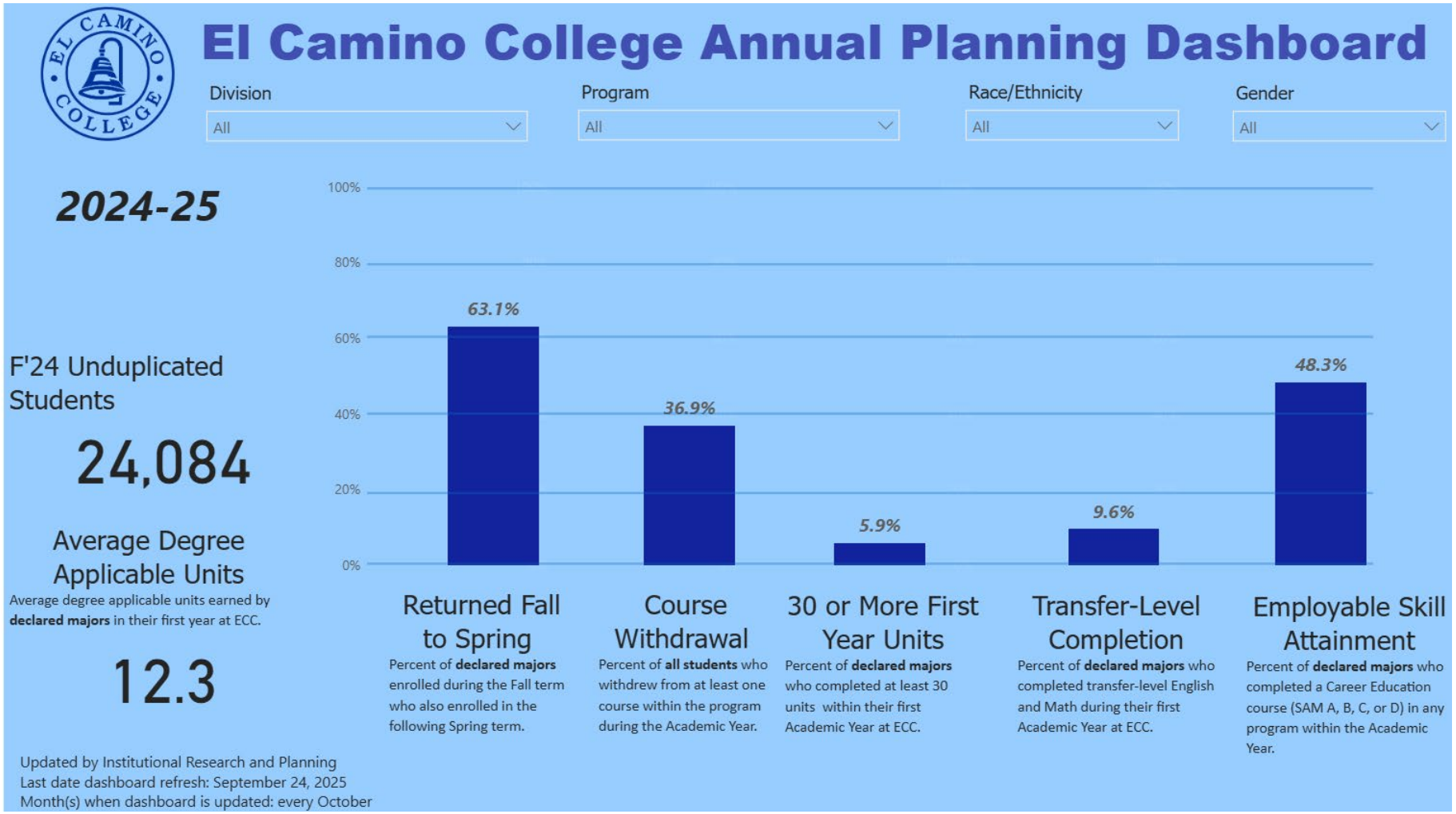
Additional Resources

Video: Strategic Budgeting

https://tinyurl.com/StrategicBudgeting

Video: Strategic Plans In Practice

https://tinyurl.com/PlansInPractice



Link to Annual Planning Dashboard:

https://tinyurl.com/ECCannualplanningdashboard

Key Dates

2026-27 RESOURCE ALLOCATION PROCESS

2026-27 Institutional Resource Allocation Process

December 5, 2025

Nuventive Training for designated Annual Planners

Individual working sessions/office hours as needed. Email gou@elcamino.edu

By **March 20, 2026**

Program Annual Planers input funding requests in Nuventive

*With **rationale** for the funding need*

Deans may provide specific guidance for programs/departments.

By **April 17, 2026**

Deans input funding request rankings in Nuventive

Area VPs may provide specific guidance for divisions, including internal area-specific deadlines and the number of requests to move forward to area-level consideration.

By **May 8, 2026**

Areas provide funding priorities (top 5 requests)

General Guidance

Information Needed in a Funding Request

- **Annual Planning Year**: 2026-27
- **Type of Request:** One-Time vs. Ongoing
- **Funding Category:** Staffing, Equipment, Technology, etc.
- **Funding Request Description**
- **Rationale for Funding Request**
- **Does this request directly address a critical risk?** – YES/NO
- **Was this funding request mentioned in the last program review?** – YES/NO
- **Amount Requested** – number

Tip: Funding Request Description

- Name of the funding request
- This should be short, distinct, descriptive enough for discussion purposes

Tip: Rationale for Funding Request

- The funding requests are reviewed by internal audiences: Deans, VPs, and ECC governance committees. This is not an external grant application!
- Add the most important information to the first few sentences.
- Sample information that may be helpful to include in the rationale:
  - How does the funding request support the goals of the college or vision/goals in the program review?
  - Why is it critical to receive the funding this year vs. next year? What alternative solutions have you been using so far and why can't this work anymore this year?
  - What happens if this funding request is not approved this year? How will the lack of funding impact enrollment, activities that are already in process, goals, student experience, etc.
- If including data, tell us why the data demonstrates the importance of this funding request.
- Spell check!

Funding Requests Can Support an Institutional Goal

Student-Centered Learning & Experience	Multiple Pathways to Success	Innovative Community Partnerships	Culture of Inclusion	Environment for Transformation
G1 Ensure **equitable access** to a holistic range of **learning & support services**	**G3** Develop innovative pathways to **recruitment, registration & cost reduction**	**G5** Provide high-quality **lifelong learning opportunities** for all community members	**G7** Provide opportunities to foster **community & sense of belonging**	**G9** Prioritize **employee well-being & professional development**
G2 Provide an **educational experience** that advances students' academic & lifelong learning goals & meets workforce needs	**G4** Create flexible & high-value **educational-to-employment experiences**	**G6** Strengthen partnerships between the **classroom, workplace, and the community**	**G8** Cultivate a culture of **safety & campus security**	**G10** Cultivate a campus culture that embraces **innovation and excellence**
				G11 Strengthen **institutional effectiveness through continuous improvement**
Student-Centered	**Pathways**	**Community**	**Inclusion**	**Transformative**

Funding Requests for Operational Needs

A **Core Operational Need** is a direct replacement, rather than an upgrade or new addition, of broken or failing items essential to operations, instruction, safety, or regulatory compliance.

Examples: Requests for Operational Needs

- Routine replacement of equipment that is broken or beyond its useful life (e.g., classroom furniture, projectors)
- Instructional equipment under $5,000 (e.g., whiteboards, tools, lab supplies)
- Building repairs and maintenance

Examples: Requests to support an Institutional Goal

- Retrofitting classrooms with upgraded or new types of equipment
  (G2 Provide an educational experience that advances students' academic & lifelong learning goals & meets workforce needs)

- Employee professional development and conferences
  (G9 Prioritize employee well-being & professional development)

- Marketing or outreach resources to strengthen industry partnerships
  (G6 Strengthen partnerships between the classroom, workplace, and the community)

Examples: Requests that Are Not Part of This Process

Requests to hire part-time or full-time faculty	→	Managed through the faculty prioritization process.
Requests for more classroom or lab space	→	Contact your Dean to determine the best place to process this type of request.
Proposal for construction of a new building	→	Plans are documented in the Facilities Plan and managed by the Facilities Steering committee

Mapping Funding Requests to Goals

Purpose of Mapping

To provide information about how the funding request will support El Camino's institutional goals. This will help the reviewers to understand the context and rationale of the funding request.

This is a ***mandatory, required component*** of the funding request.

A funding request could either:

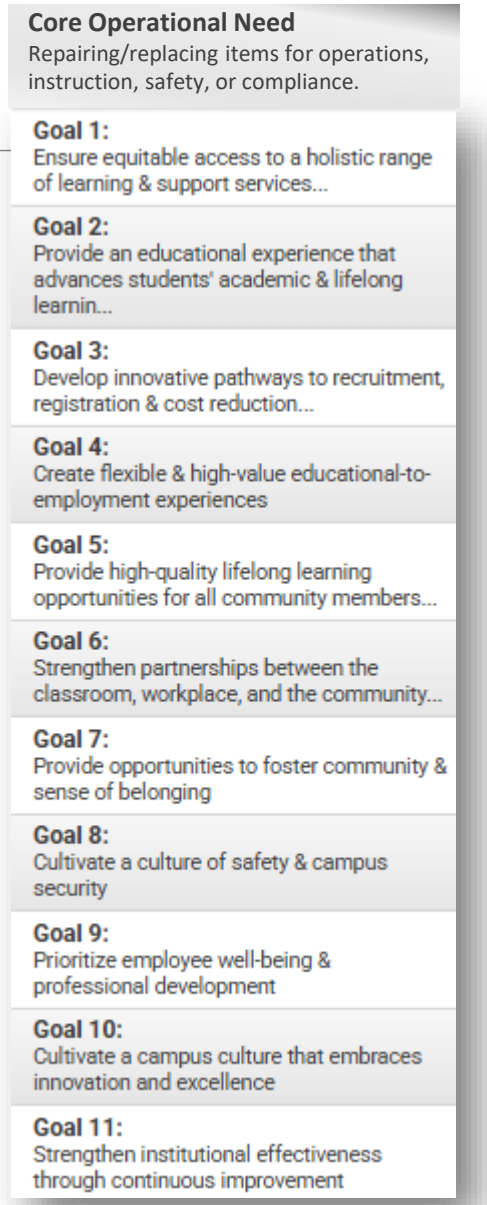
- Support an institutional strategic goal directly
- Support an operational need that makes achieving the goals possible

Mapping Funding Requests to Goals

To map a funding request, select either:

1. **The <u>one</u> primary goal** that this funding request contributes most directly to.

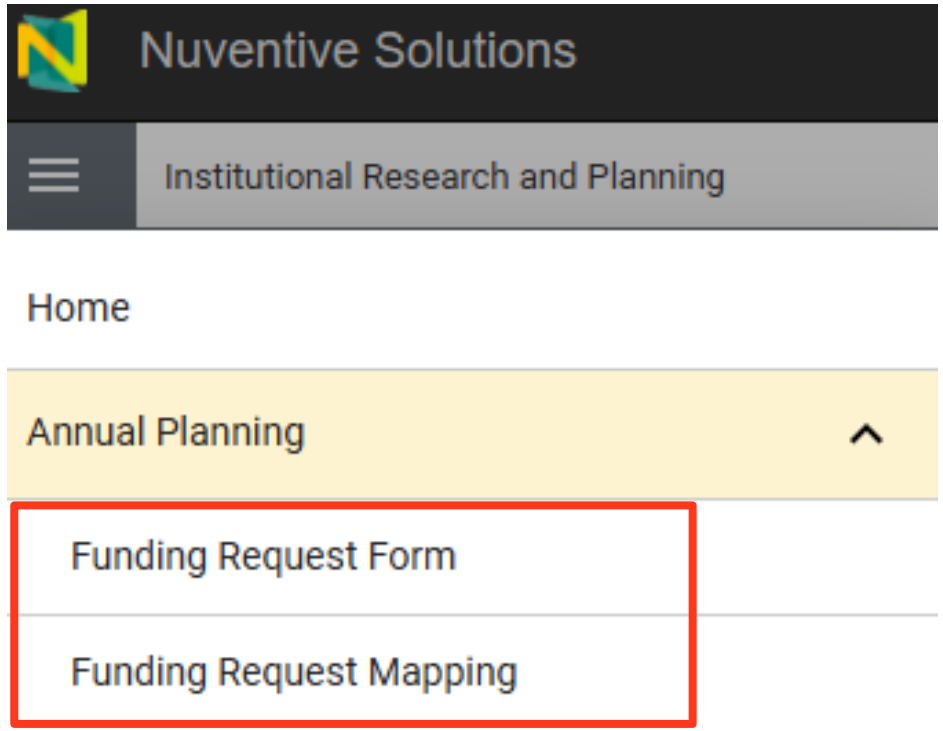
2. The “Core Operational Need” category



Nuventive Overview

Topics Covered: Nuventive Overview

- How to log-into & Navigate Nuventive
- Entering New & Resubmitting Funding Requests
- Mapping Funding Requests to the goals

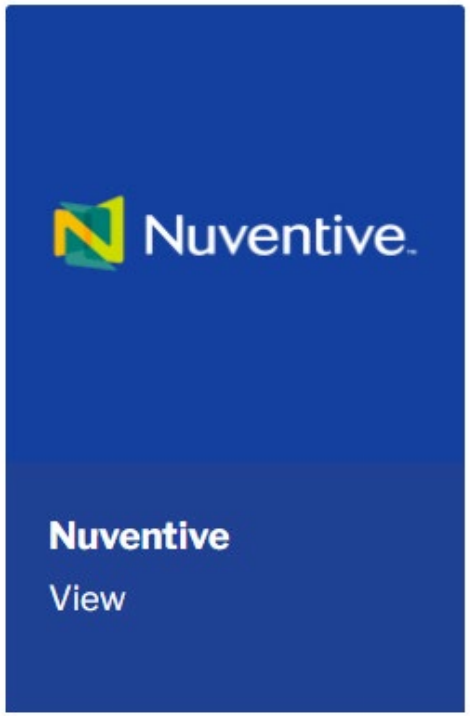


Logging in with URL

https://solutions.nuventive.com/

Logging in through IRP website

The log-in link can also be found on the IRP website . Click on the Nuventive button below for quick access to the Nuventive link.



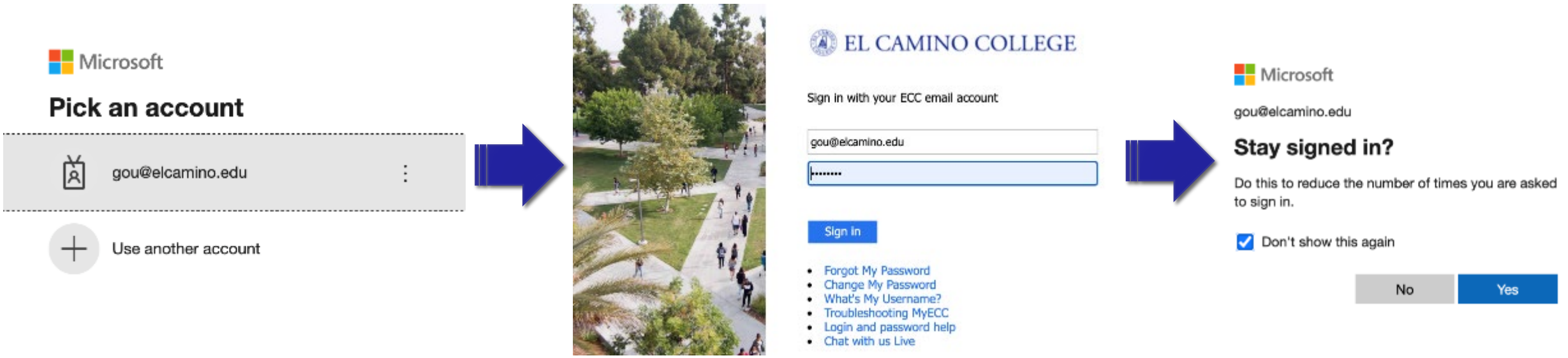
Nuventive Access

Nuventive is the online planning platform where annual goals, actions, metrics and resource requests are documented, mapped and tracked.

- **Link to Nuventive for** Annual Planning/Program Review

Logging in

Use your ECC credentials to log-in. Click on “Don’t show this again” to stay logged into Nuventive in the future.

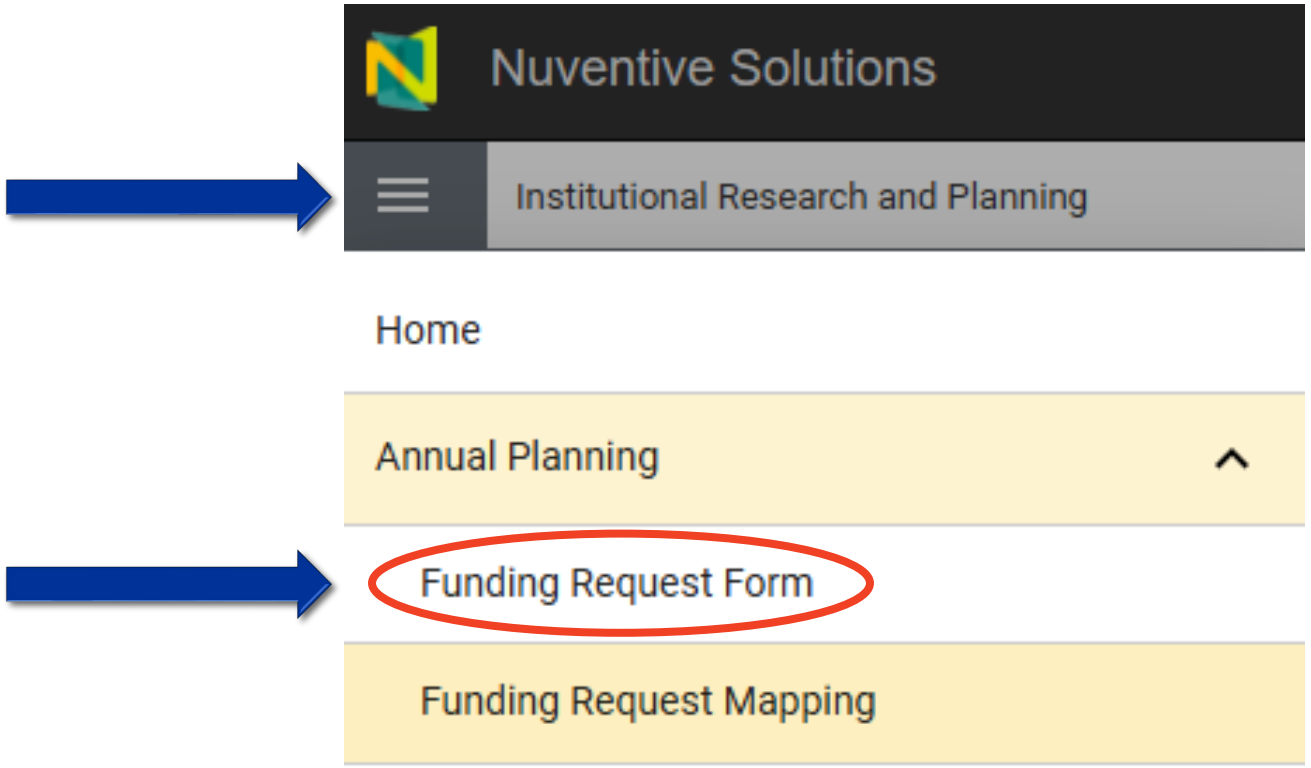


Submitting New Requests

Funding Request Form

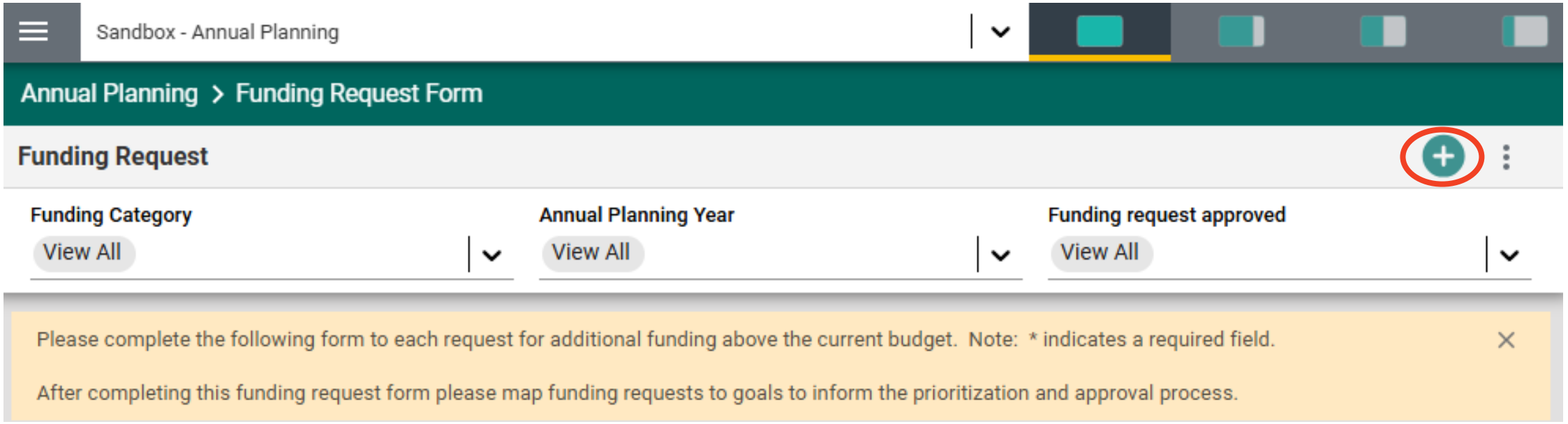
Click on the three bars (menu) to get to the Home menu.

Click on Annual Planning and select **Funding Request Form**

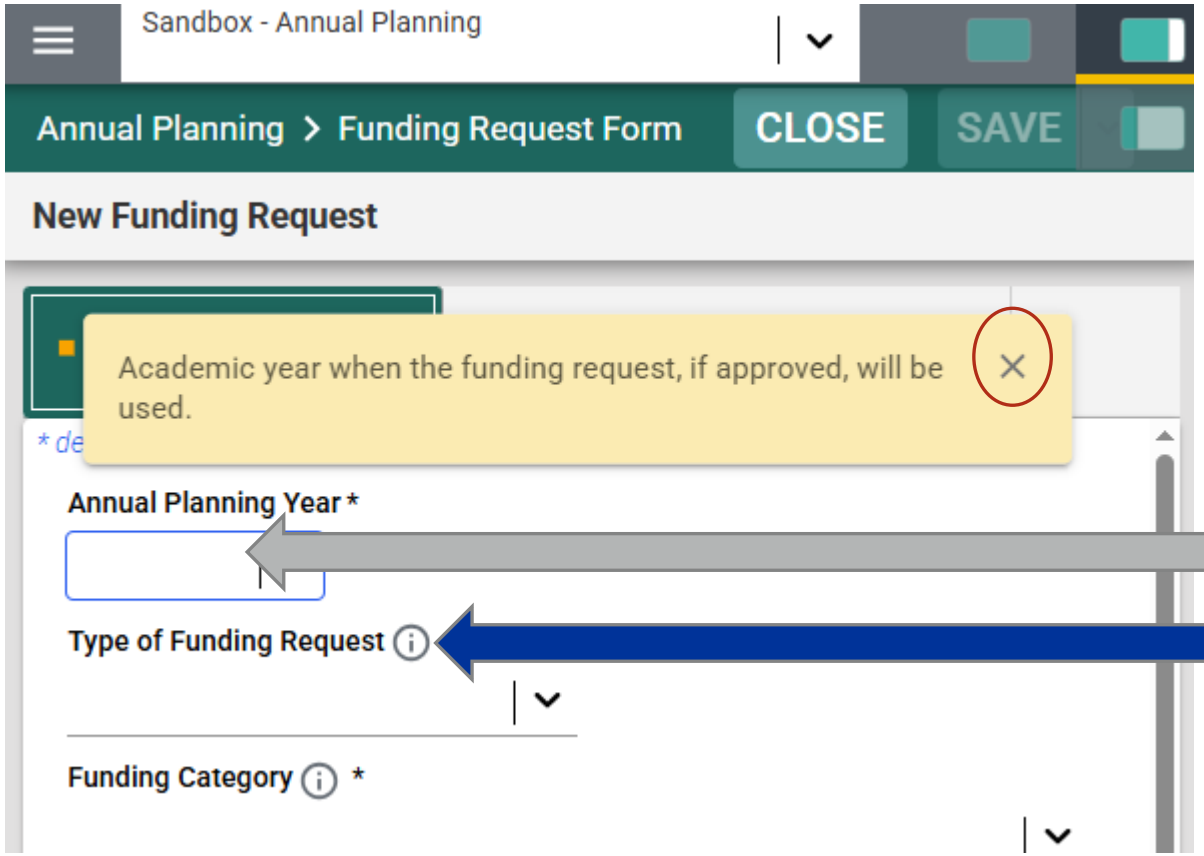


Entering New Funding Request

Click ⊕ to add a new funding request



Navigation Tip

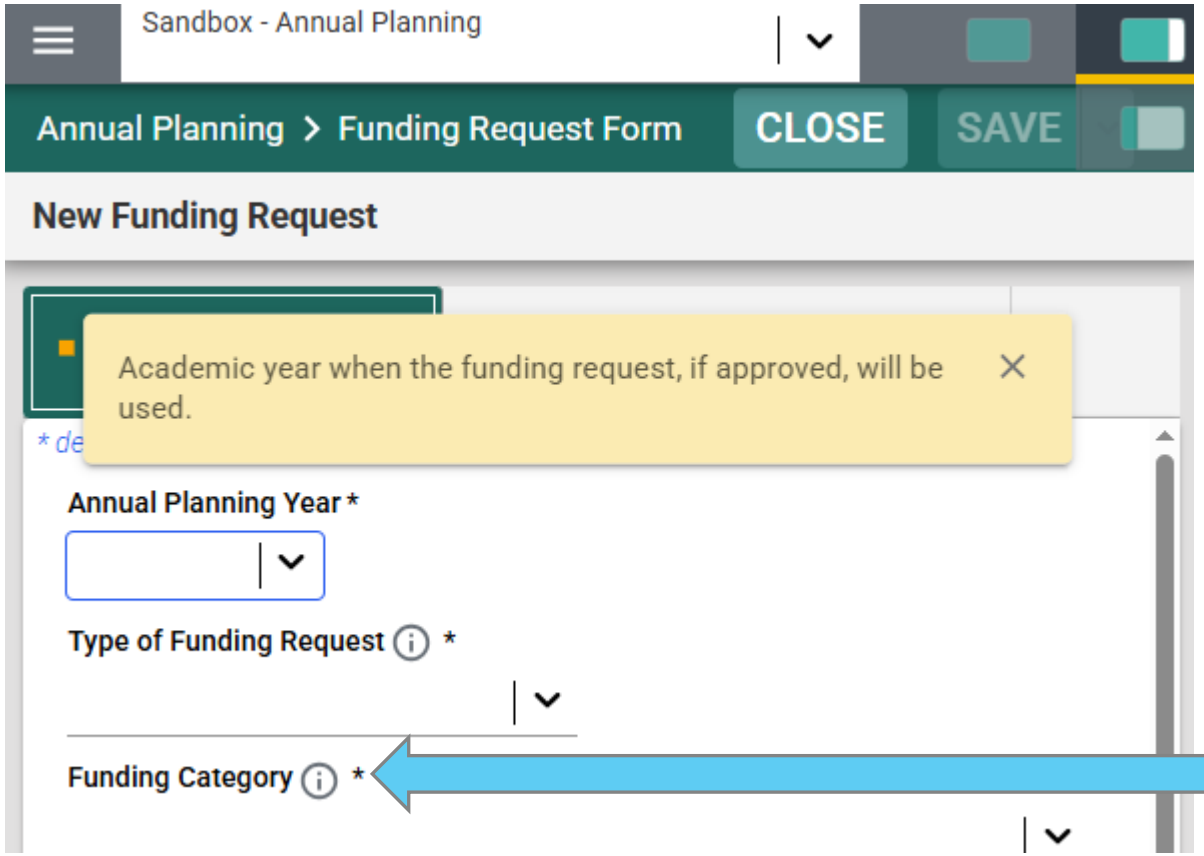


A yellow box with definitions will appear the first time you click in the white space under each field.

- Click “x” to hide the description box.

Click ⓘ to unhide the definition box.

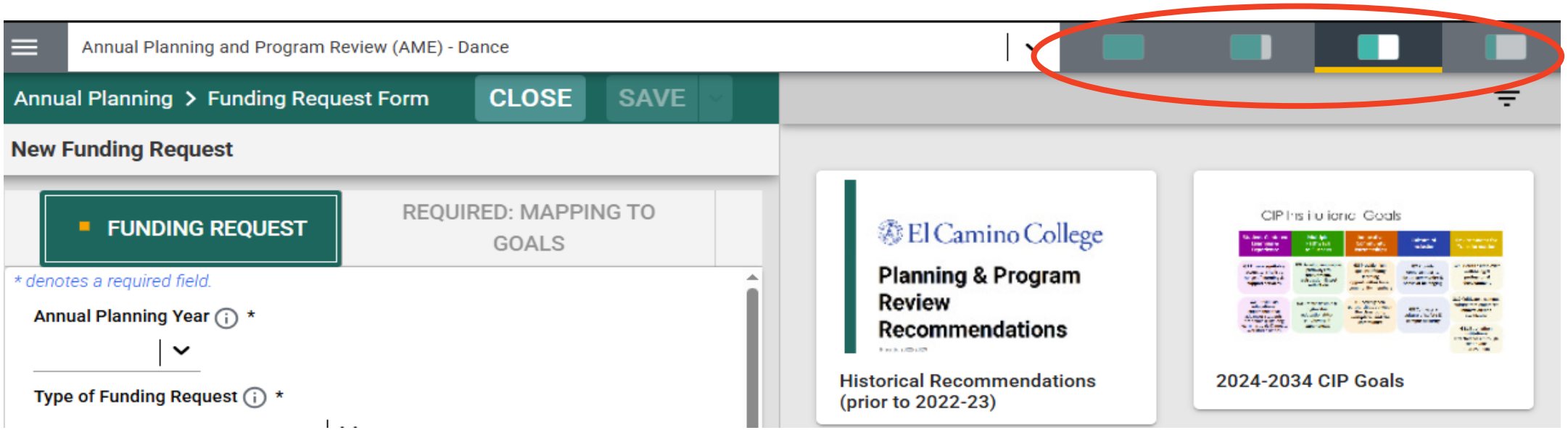
Navigation Tip



Indicates a ***REQUIRED*** field.

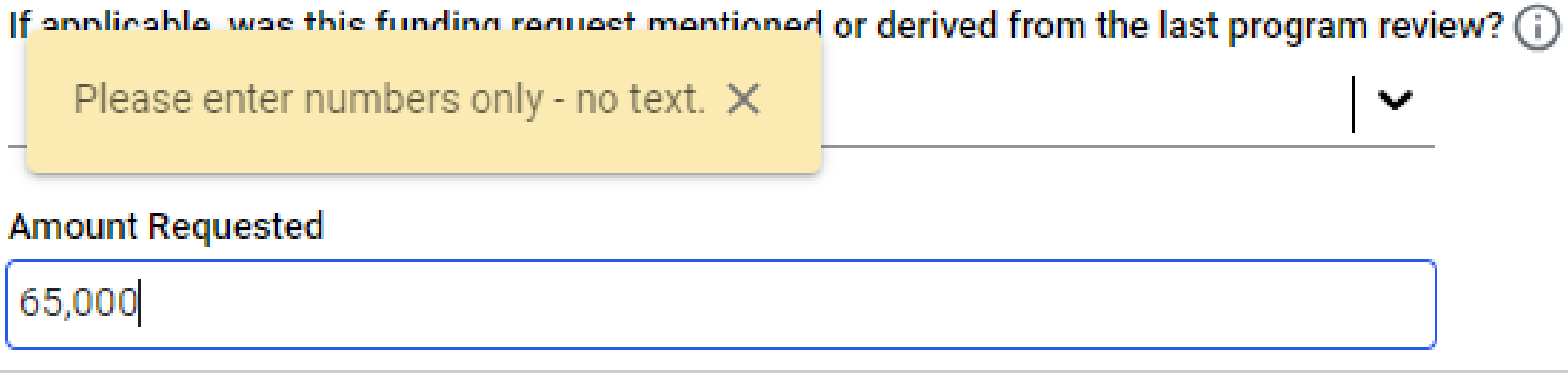
Navigation Tip

- Reference documents are provided on the right
- Use the four green/grey icons to reveal or hide the reference documents



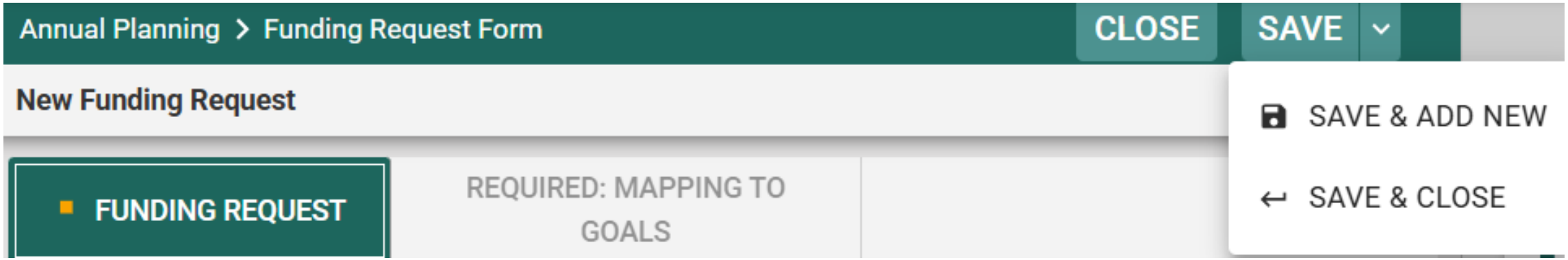
Funding Request Form (Amount Requested)

Enter ***numbers only*** for the Amount Requested.

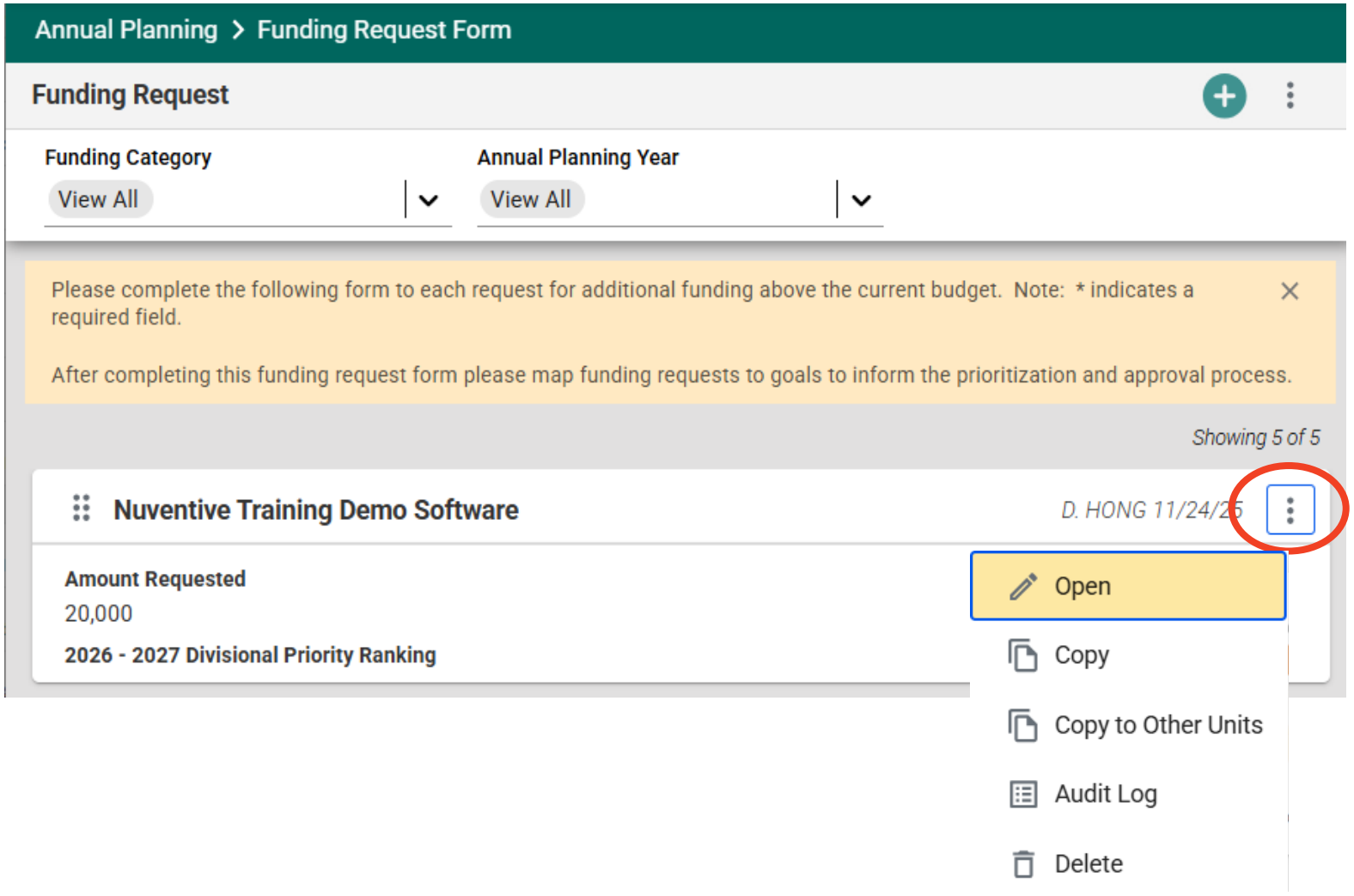


Save your work

The Save function only works when all required fields (indicated with *) have been completed.



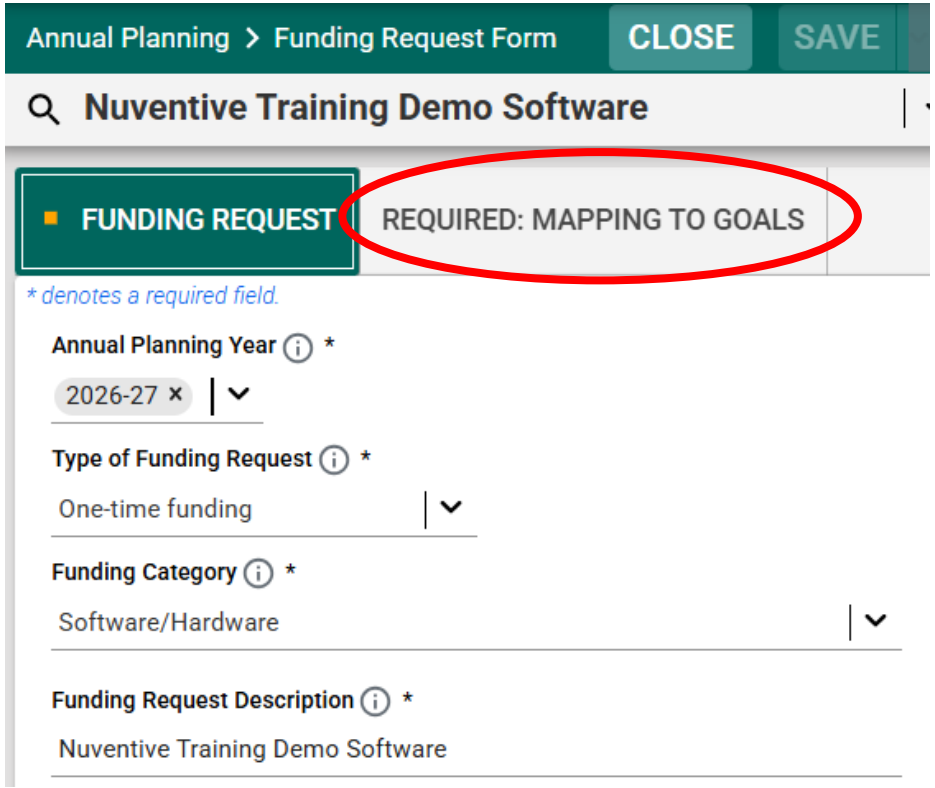
Open a Funding Request



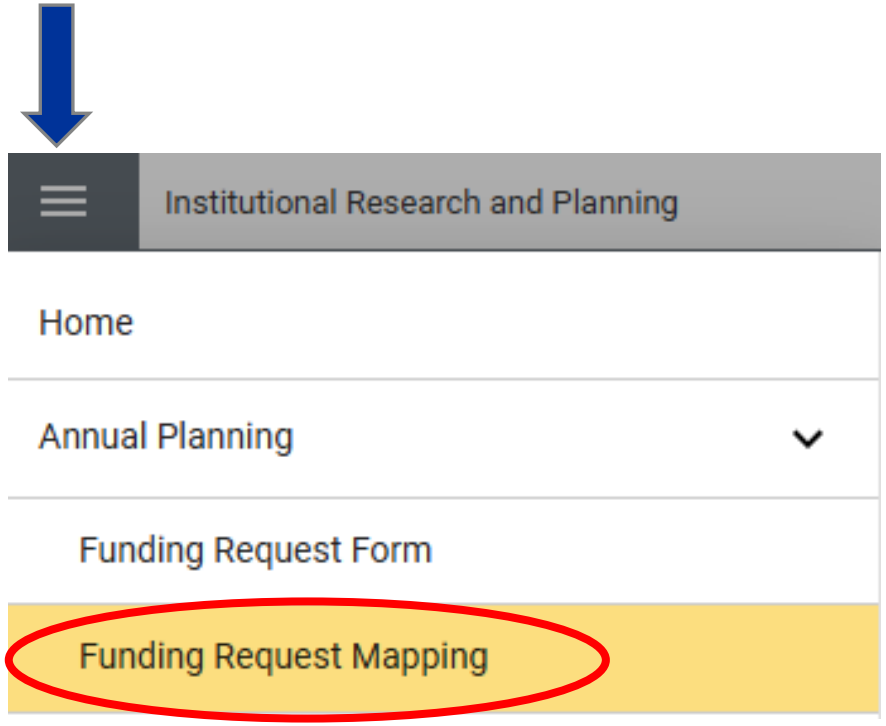
- Each saved funding request will show as a card in the Funding Request landing page.
- To view or edit a funding request, click ⋮ and select open.

Mapping Form Access

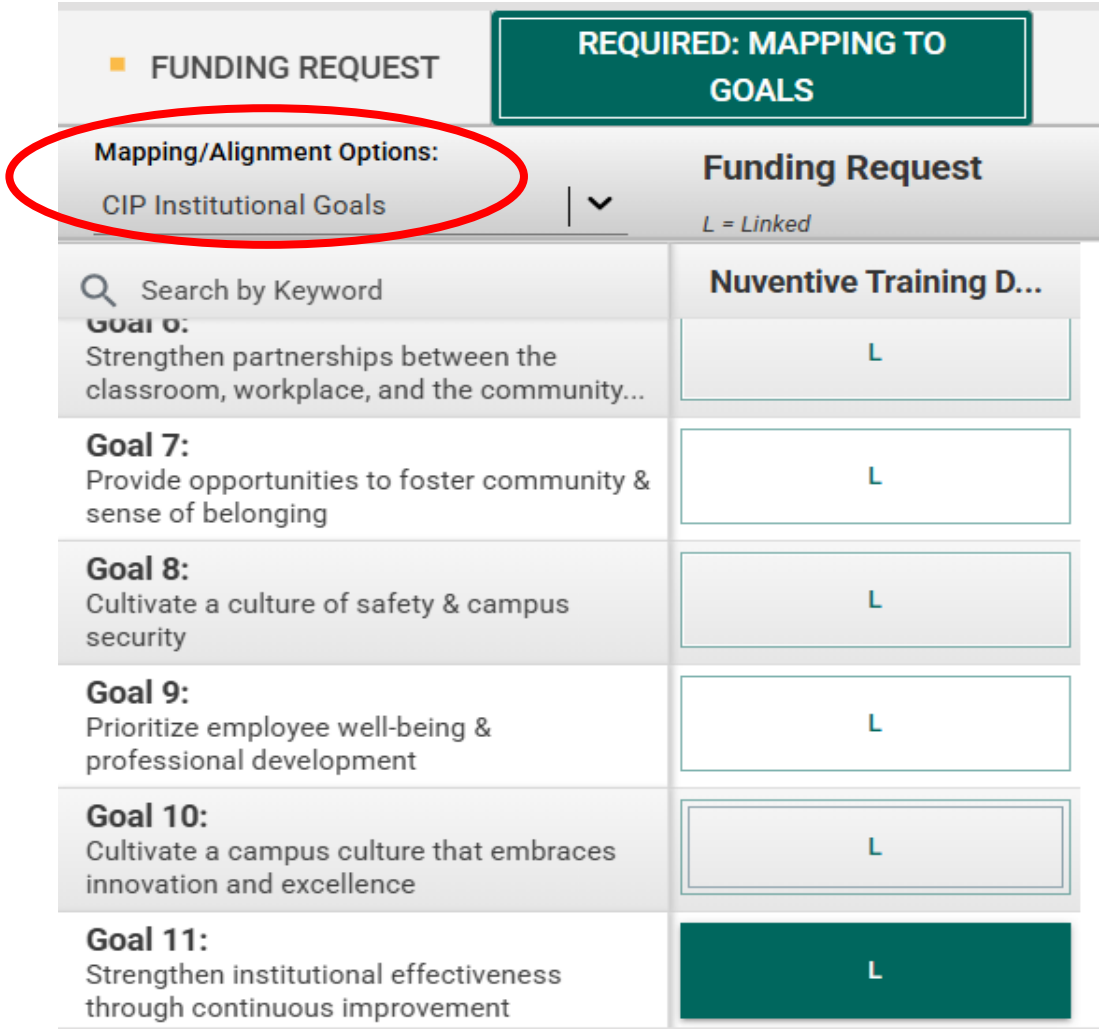
One way to access the Mapping form is to click on “Mapping to Goals” within the Funding Request Form.



Another way to access the Mapping form is to click on Funding Request Mapping in the main menu.



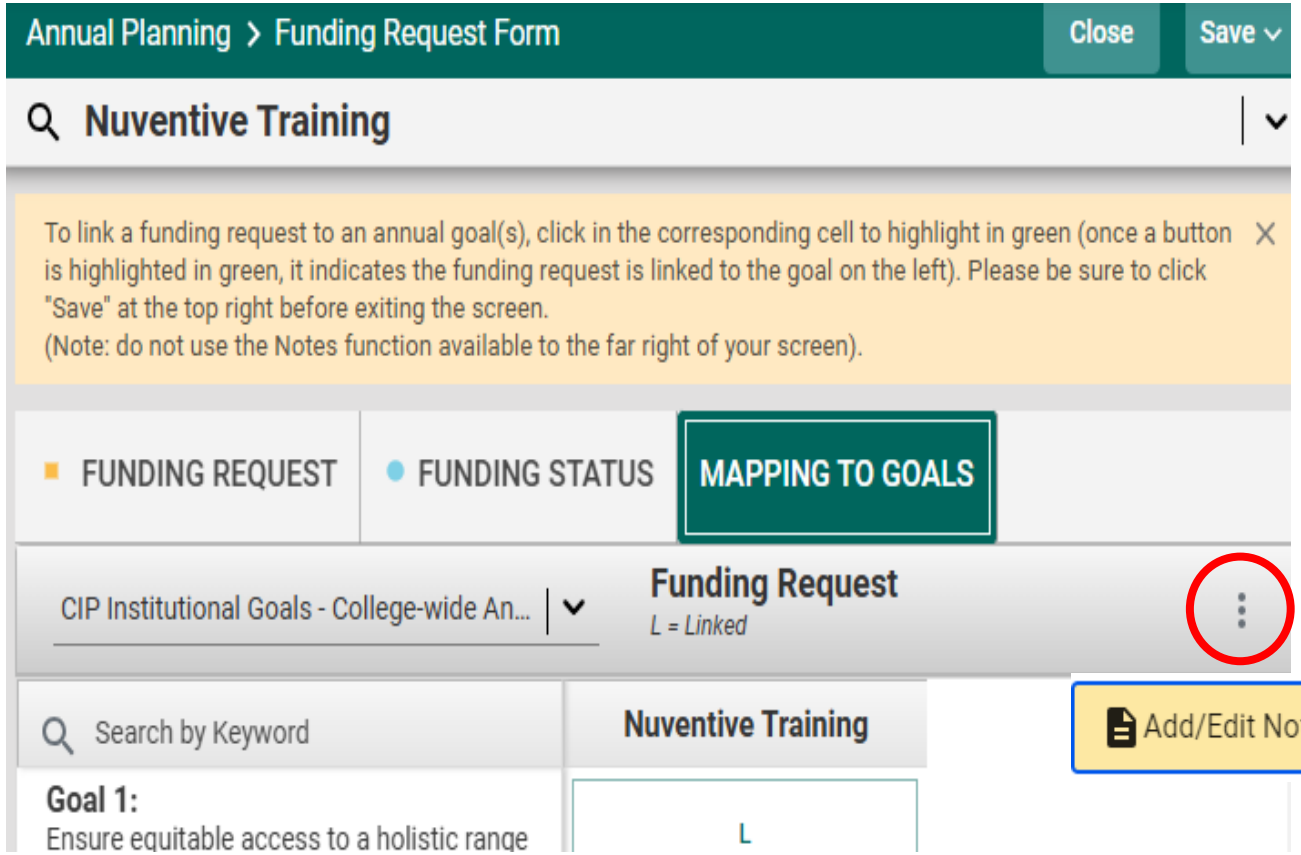
Mapping Funding Requests to Goals



There are 11 CIP goals.

- While one funding request may support more than one goal. Please only map to the goal that the funding request contributes most directly to.
- Click on the “L” button to link the funding request to the goal that is supported by the funding request.
- A button highlighted in green indicates the funding request supports the goal on the left.

Mapping Form: Ignore Add/Edit Note Feature



Please Do Not Use this Add/Edit Note feature

Resubmitting Funding Requests

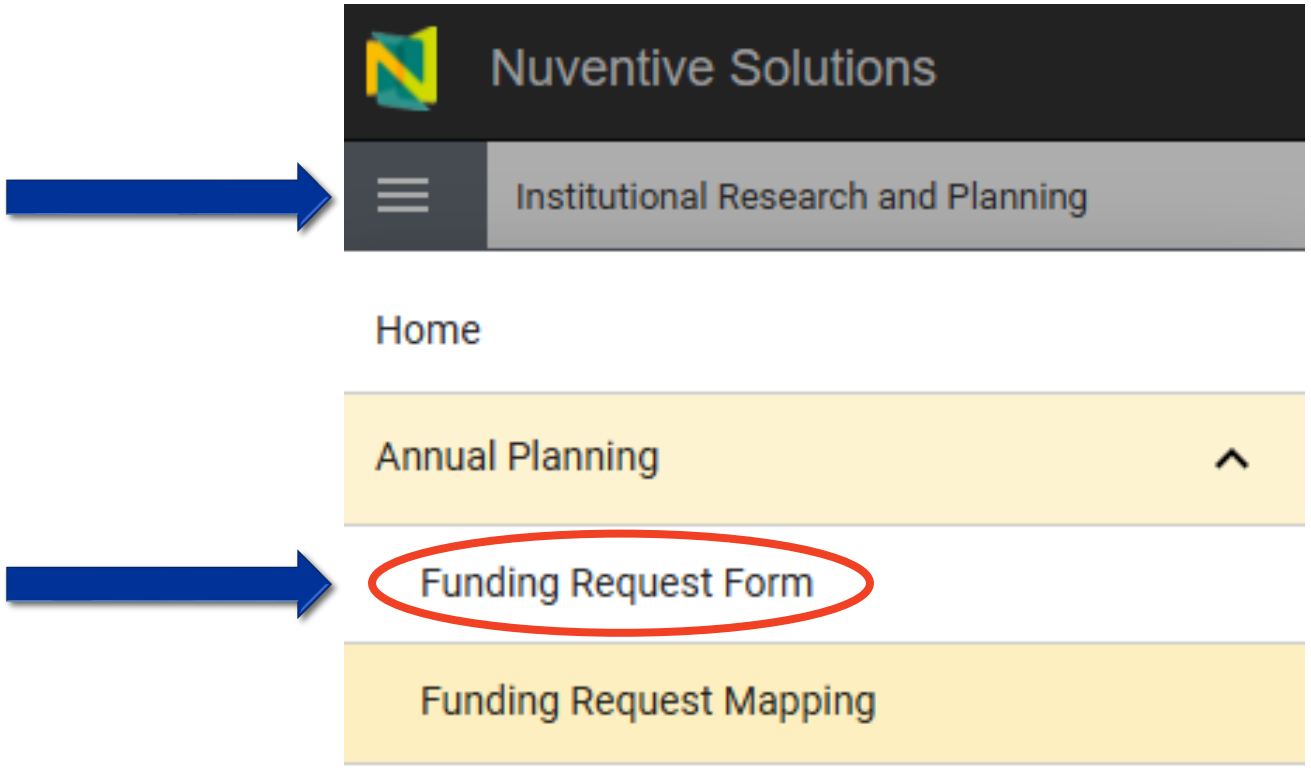
Resubmitting Funding Requests

- To resubmit a funding request: update the submission **year** and **rationale**, including clarifying alignment to the new **CIP Institutional Goals** or your **Program Review goals**.
- Requests that require more than these two changes may be submitted as a new request.

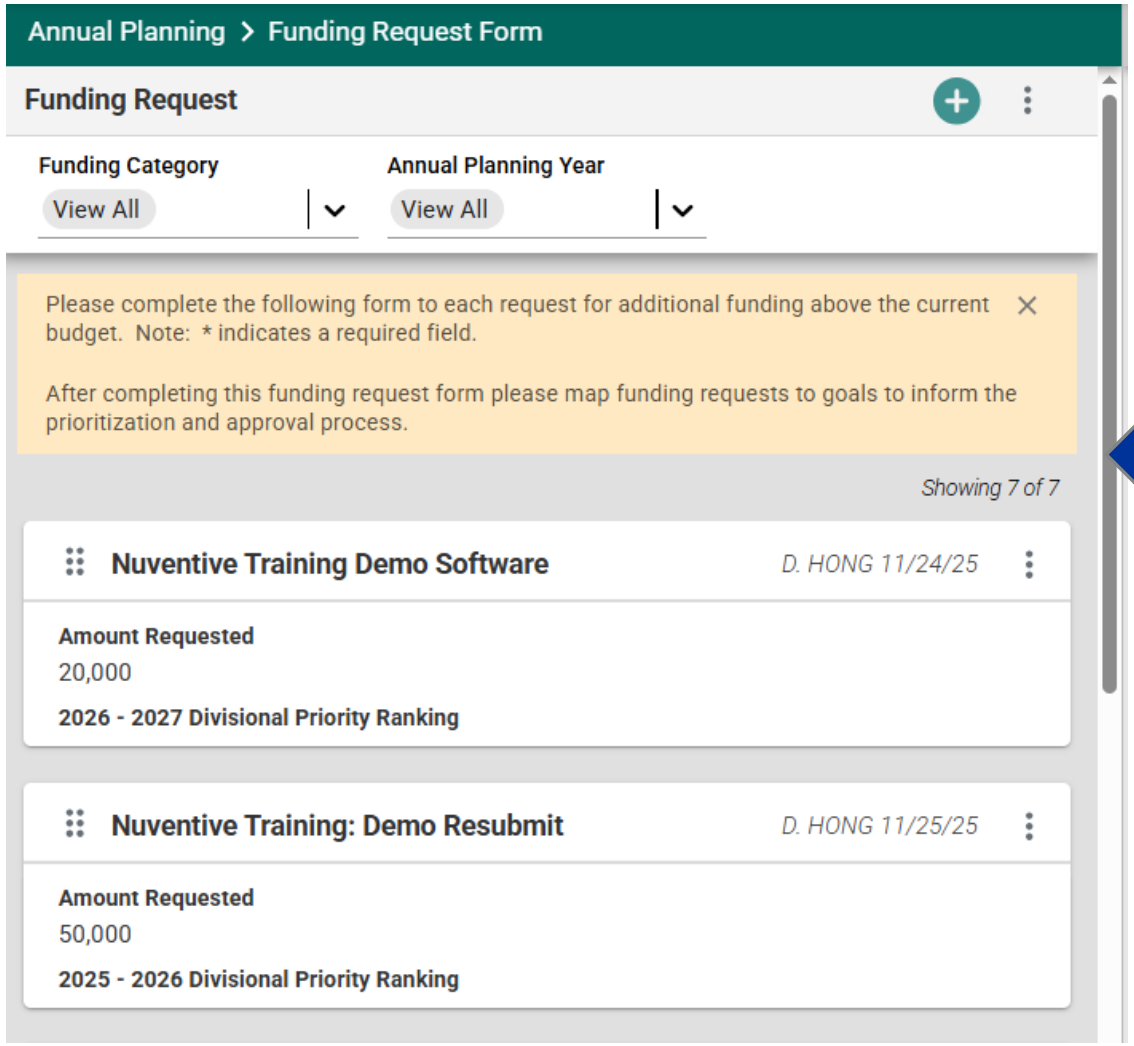
Funding Request Form

Click on the three bars (menu) to get to the Home screen.

Click on Annual Planning and select **Funding Request Form**

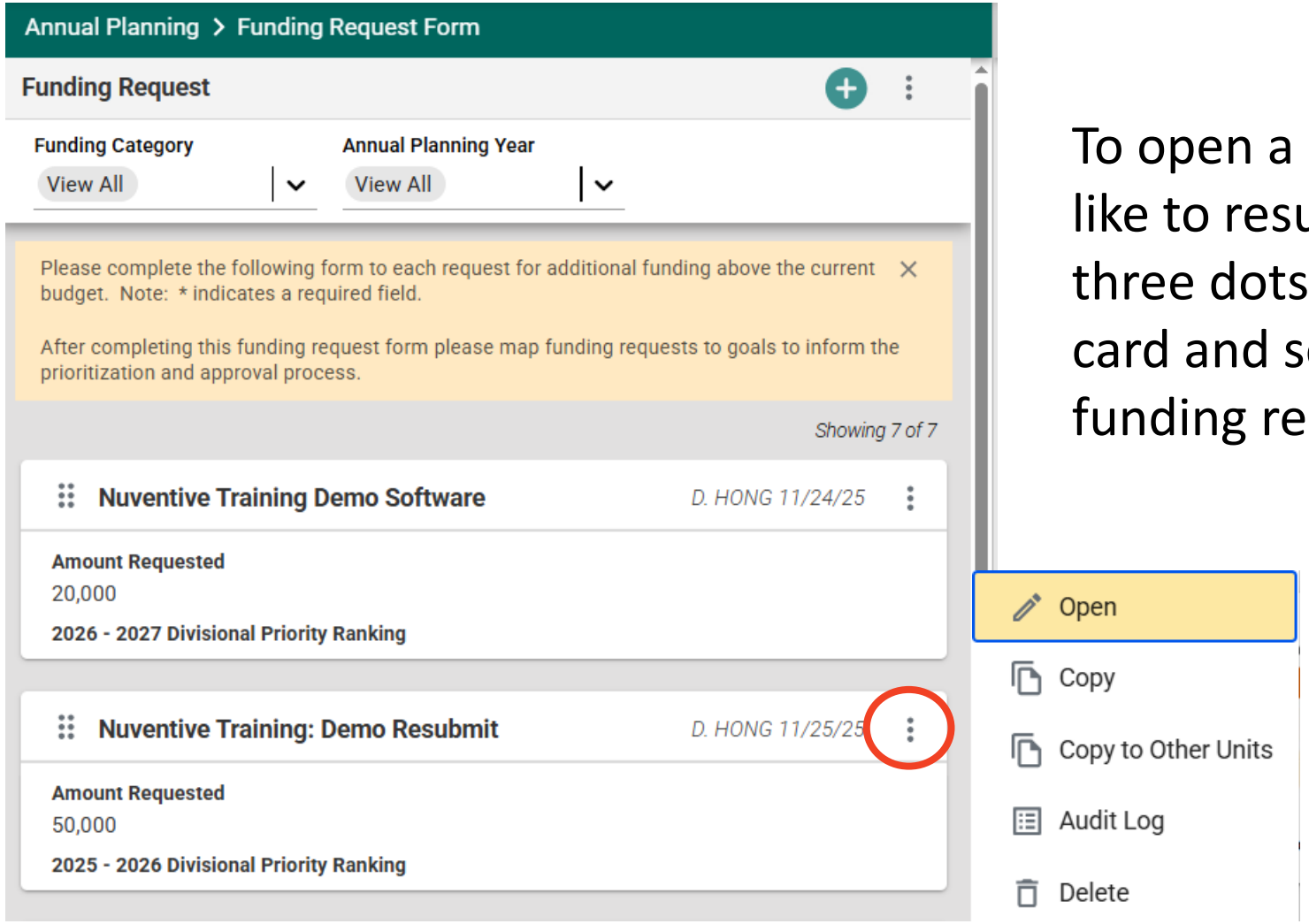


Reviewing Funding Requests



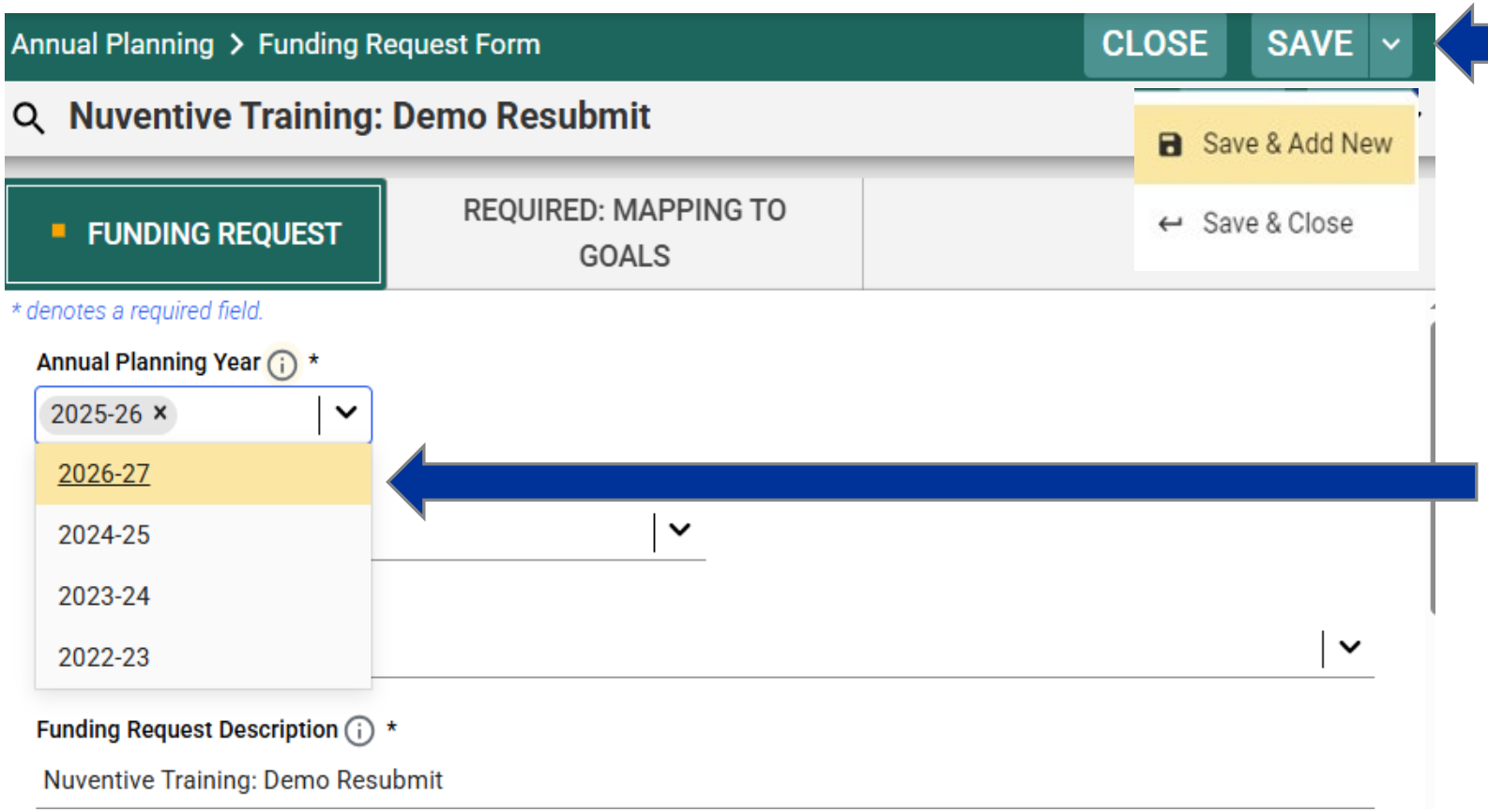
To review previously created funding requests use the gray scroll bar on the right to navigate the list.

Resubmitting Funding Requests



To open a request that you would like to resubmit, click on the three dots of the funding request card and select Open to edit the funding request form.

Resubmitting Funding Requests: Enter a New Annual Planning Year

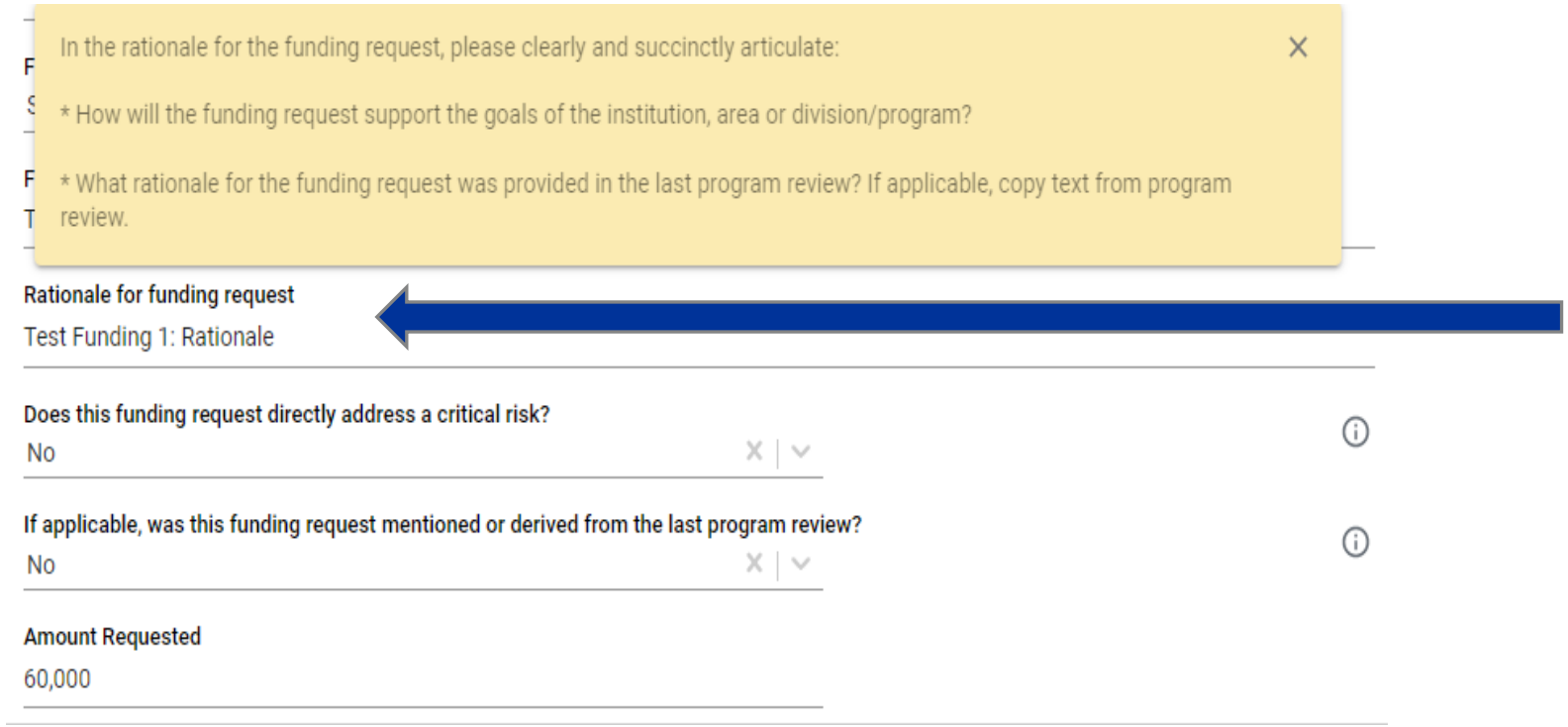


The Save function only works when all required fields (indicated with *) have been completed.

To resubmit a funding request for the current resource allocation cycle:

- Add 2026-2027 to the annual planning field. Keep the previous year(s) in the field.

Resubmitting Funding Requests: Update Funding Request Rationale



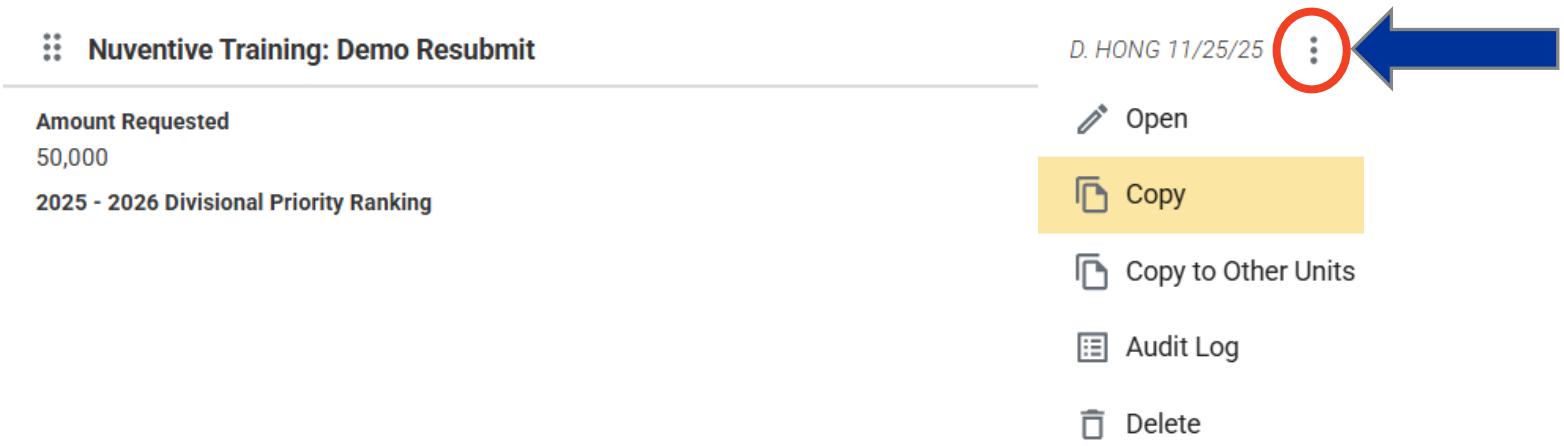
- Be sure to provide a clear rationale for your funding request by including an explanation of how it supports the institutional, area, or division/program goals.
- The institutional goals can be found in the Mapping to Goals tab.

Additional Features

COPY FUNDING REQUESTS

EXPORT FUNDING REQUESTS

How to Copy a Funding Request



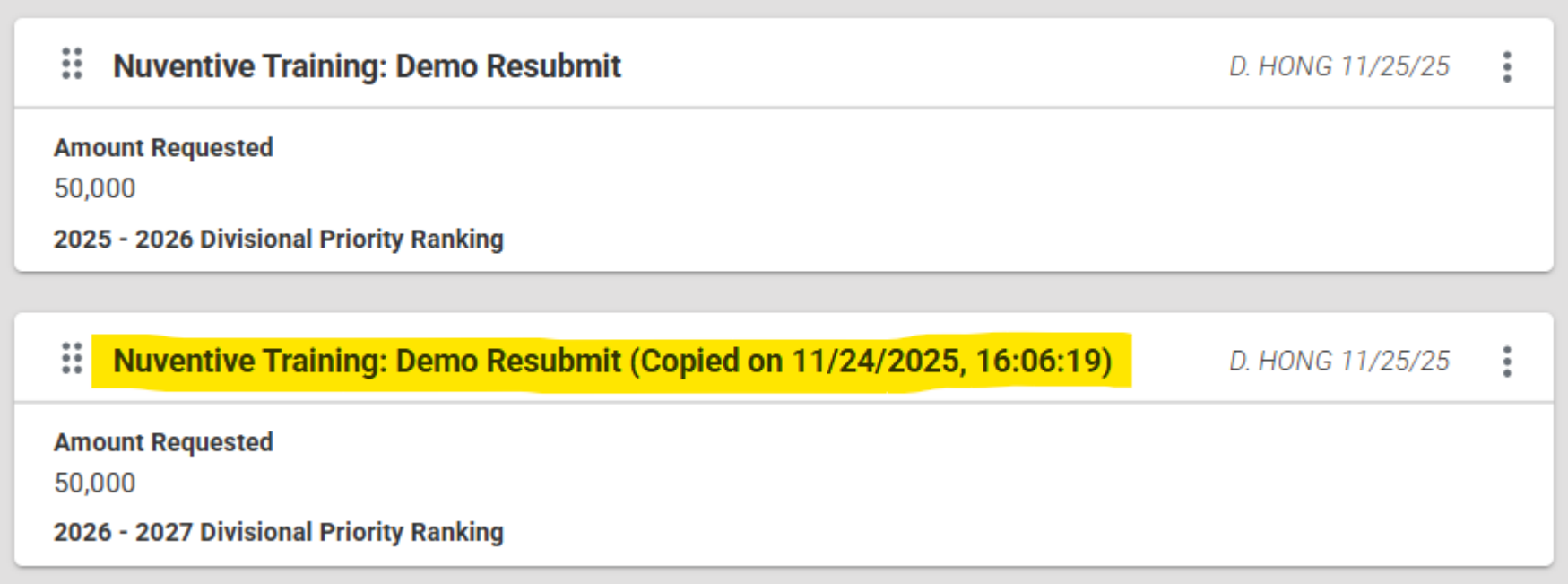
To copy a funding request, click on the three dots and select “Copy” in the option box.

This screen will pop up. If it applies, select, check the box for “Also Copy Mapping to Goals” to have the linked goal copied.

Ignore “Also Copy Funding Status” as we are not using this function.

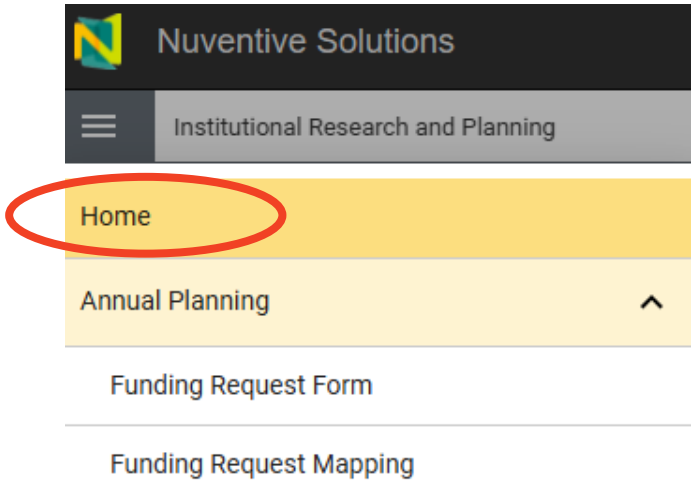
How to Copy a Funding Request

The copy will show up as a separate funding request card on the Funding Request Form main page.

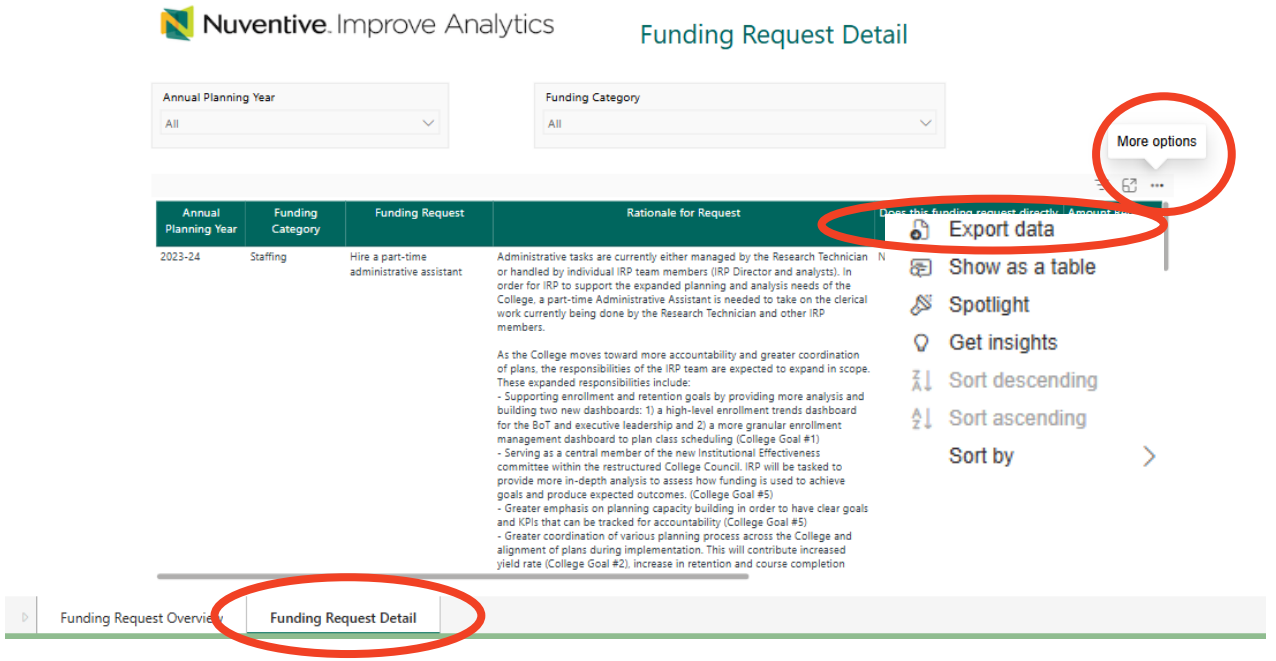


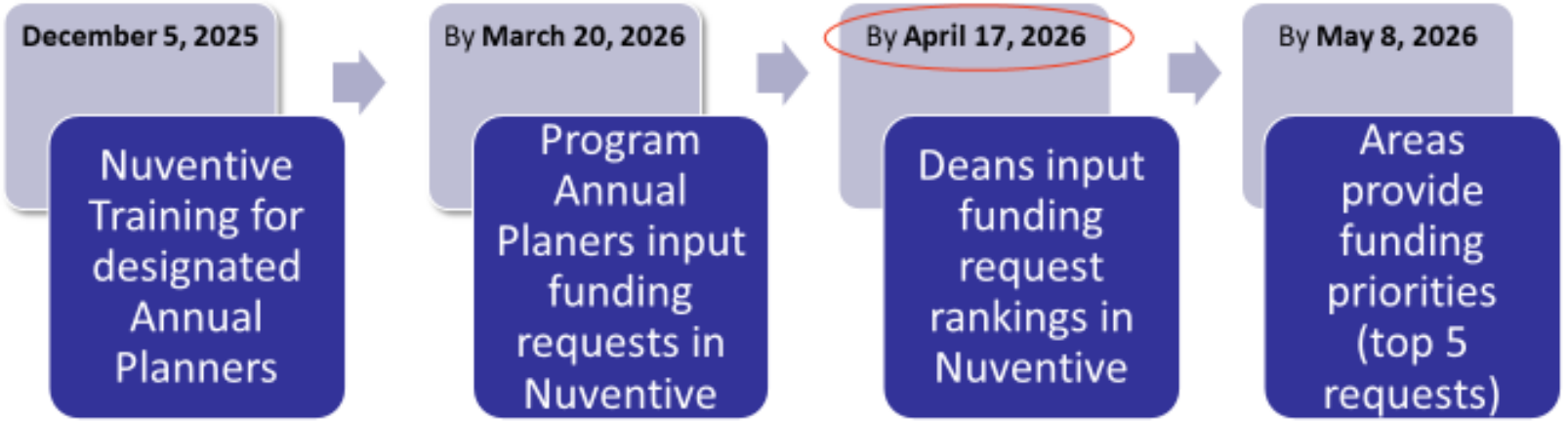
How to Export Funding Request Data

To export funding request information, select “Home” in the main menu.



Click the “Funding Request Detail” tab at the bottom. Filter by annual planning year and/or funding category or leave it at “All” if you would like to export every funding request for your department/program, division or area. Click on the 3-dots to view more options. Select “Export data”.

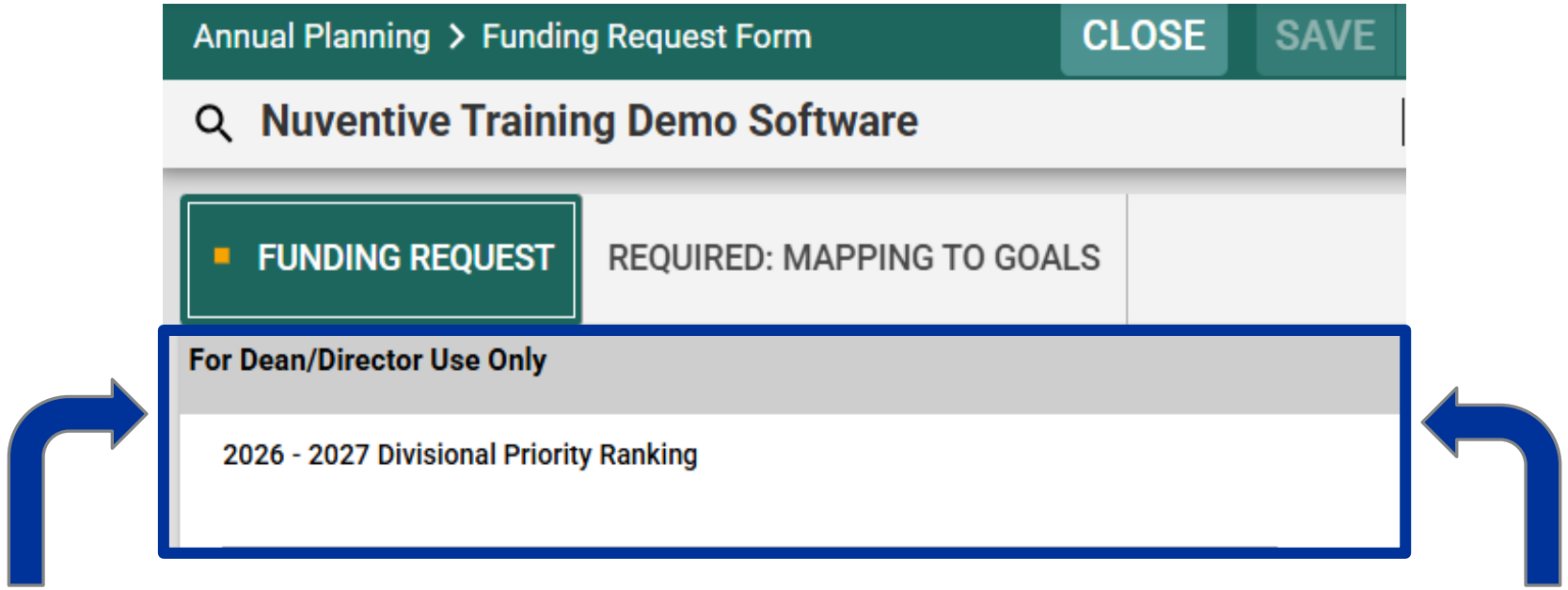




Divisional Prioritization

FOR DEAN USE ONLY

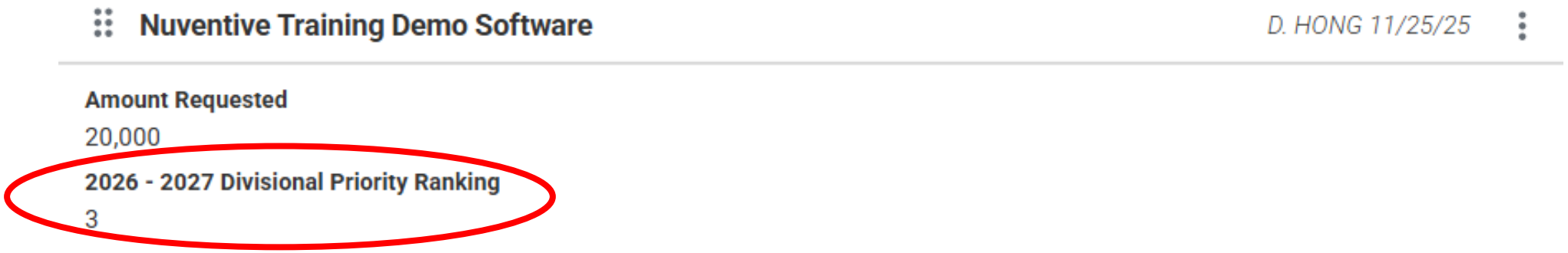
Divisional Prioritization (*For Dean Use Only*)



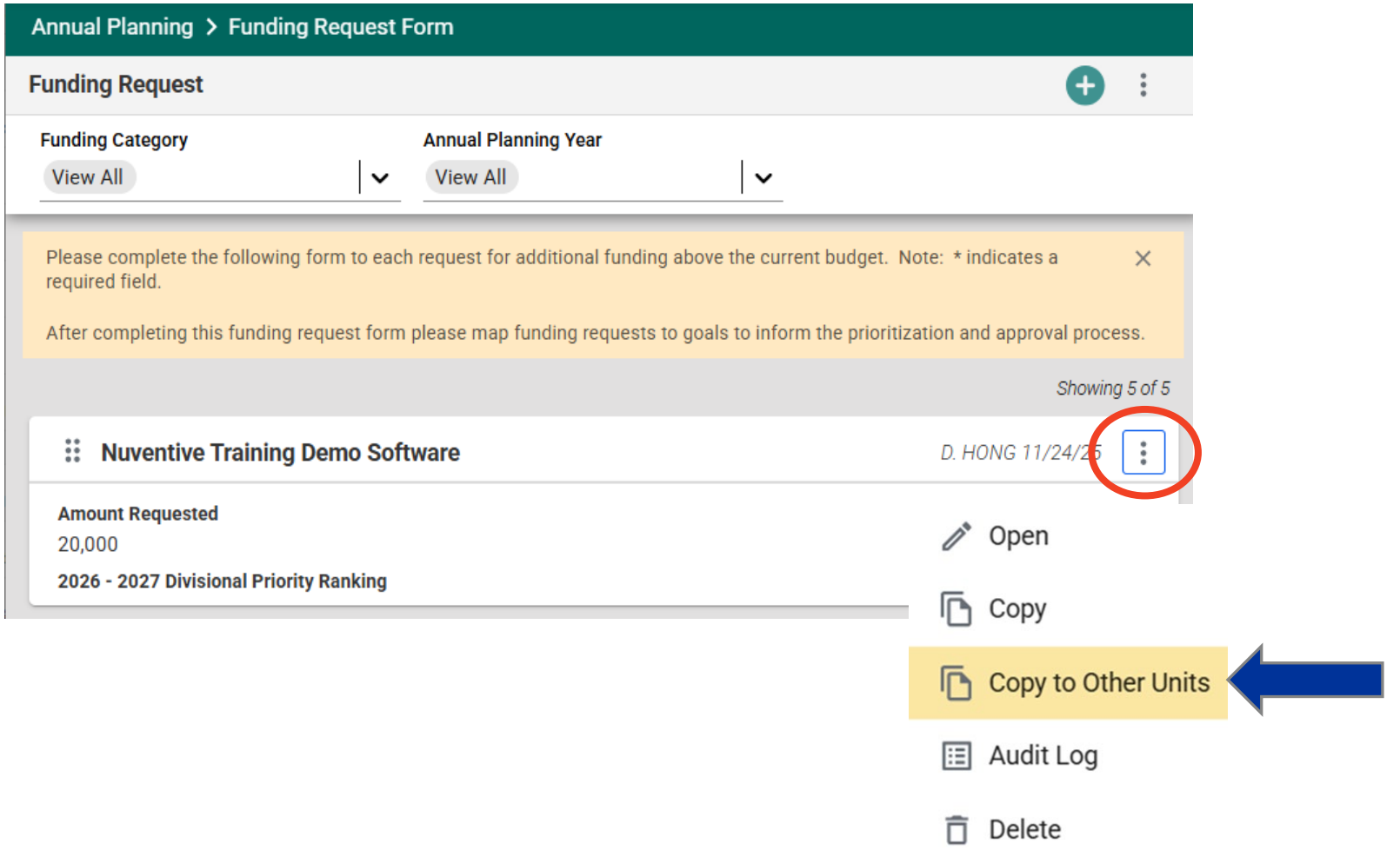
- If you are a Dean, use this space to enter a number to indicate the priority of the funding request (or to rank) relative to all funding requests submitted by all departments in the division.
- *Note: If a funding request has been resubmitted, there may be more than one timeframe (ex: 2025-2026, 2026-2027) in this section. In this case, assign a ranking to the current resource allocation year, which is 2026-2027.*
- Only funding requests with a number entered would be considered for area level prioritization.

Divisional Prioritization (*For Dean Use Only*)

If a funding request is prioritized and ranked with a number in the funding request form, that number will populate on the funding request card.



Divisional Prioritization (*For Dean Use Only*)



Copy to Other Units is a new function that will allow funding requests to be copied to the Divisional screen.

Next Steps

2026-27 Institutional Resource Allocation Process

December 5, 2025

Nuventive Training for designated Annual Planners

Individual working sessions/office hours as needed. Email gou@elcamino.edu

By **March 20, 2026**

Program Annual Planers input funding requests in Nuventive

*With **rationale** for the funding need*

Deans may provide specific guidance for programs/departments.

By **April 17, 2026**

Deans input funding request rankings in Nuventive

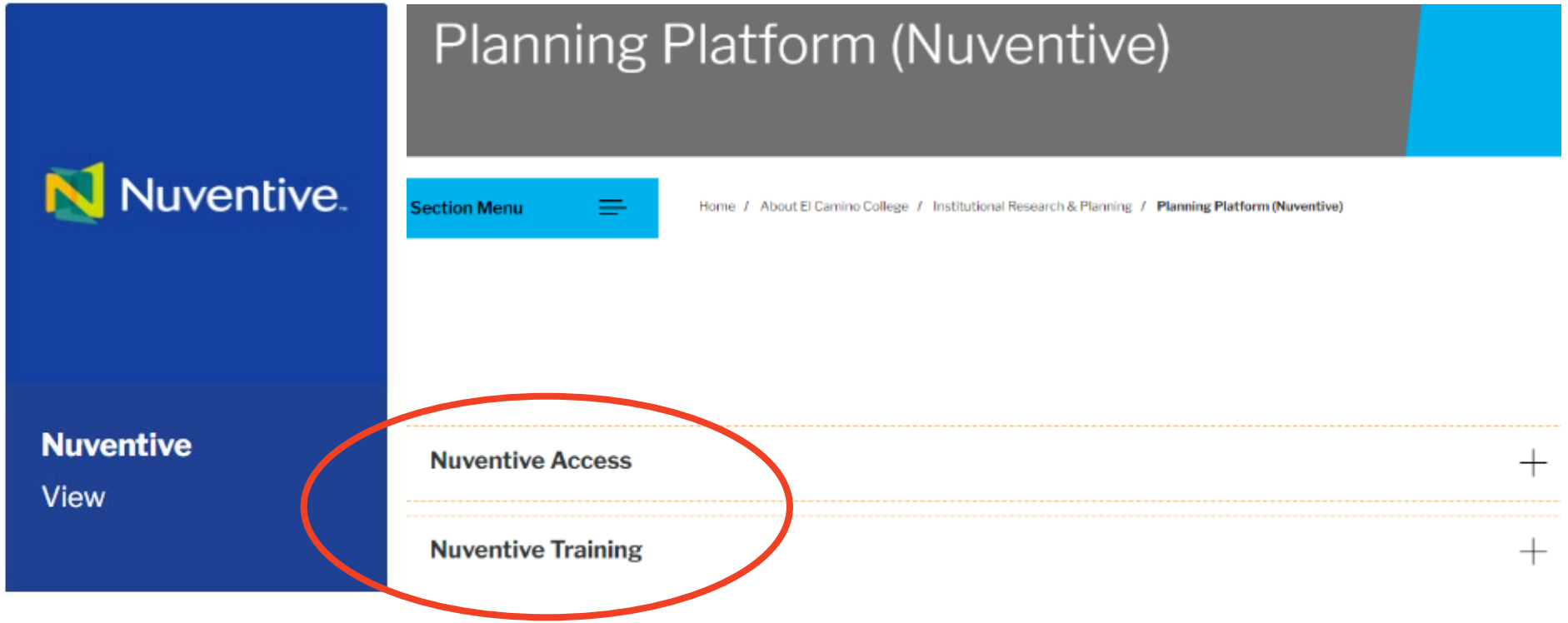
Area VPs may provide specific guidance for divisions, including internal area-specific deadlines and the number of requests to move forward to area-level consideration.

By **May 8, 2026**

Areas provide funding priorities (top 5 requests)

Nuventive Resources on IRP Website

- Nuventive log-in link can be found in Nuventive Access
- Today's PowerPoint presentation can be found in Nuventive Training



To Request for Access to a Program in Nuventive

If you are an annual planner for your program and do not have Nuventive access, please contact the following individuals in your area to request for access.

Academic Affairs:

IRP (irp@elcamino.edu)

Administrative Services:

Shobhana Warrier (swarrier@elcamino.edu)

Student Services:

Jose Acevedo (jacevedo@elcamino.edu)

Human Resources:

IRP (irp@elcamino.edu)

Contact for Support

For questions regarding the overall annual resource allocation process contact:

Grace Ou (gou@elcamino.edu)

Questions?

THANK YOU!